**Unit 12, Social Economy Village**

**Hannahstown Hill**

**Belfast, BT17 0XS**

**Tel/Fax: 02890 627501**

31st March 2025

To whom it may concern,

**Reference: Tendering Opportunity for Delivery of Counselling Service**

**Period of funding 2025 – 2026 (subject to funding)**

Victims and Survivors Trust have recently been awarded public funding under the Victims and Survivors Service Victims Support Programme.

The funding has been awarded to finance the delivery of a range of programmes and activities to our members and potential new members over the coming financial year. The period of funding is from April 2025 – March 2026 (subject to funding).

As part of this programme, we have been awarded funding to deliver counselling support and intervention. We are looking to appoint a suitable organisation to deliver this service. The service will be provided to people who have been directly affected by the NI conflict and as such the Trust is interested in counsellors who have **trauma specific training and experience**. ***We also want the counselling service to be provided at our premises (West Belfast) and therefore any successful organisation or individual must be willing to meet these essential criteria unless there are circumstances out of Victims and Survivors trust control.***

If you feel you are suitably qualified and interested in providing a quote for this work, please send in writing (either by email or post) the following information:

1. **Details of Qualifications/Training of you and/or you and your staff/colleagues**
2. **Details of experience of working with victims and survivors of NI conflict (at least 3 years’ experience in the last 5 years is required).**
3. **Detail of trauma specific training/qualifications and when completed.**
4. **Costings in relation to initial assessments (inclusive of VAT). Please note to meet our own existing standards we require assessments to be carried out by a clinical psychologist who must be BPS or HCPC registered.**
5. **Costings in relation to follow on treatment (inclusive of VAT)**
6. **Any other costs associated with delivery of service.**
7. **Average waiting time for assessment and counselling from referral to engagement.**

**PLEASE NOTE IT IS A REQUIREMENT OF OUR FUNDERS THAT ANYONE EMPLOYED TO DELIVER THIS CONTRACT MUST BE ON BACP REGISTER. PLEASE PROVIDE EVIDENCE THAT YOU MEET THIS REQUIREMENT.**

The deadline for quotes for this work is **Wednesday 23rd April 2025.**

**All applications to be returned via post or to andrea@victimsandsurvivorstrust.org**

Please feel free to contact me if you need further information.

Yours sincerely,

Andrea Johnston

(Trust Co Ordinator)

andrea@victimsandsurvivorstrust.org